

**SPECIAL MEETING
BAY COUNTY BOARD OF COMMISSIONERS**

A G E N D A

TUESDAY, SEPTEMBER 29, 2020

4:00 P.M.

VIA ZOOM

PAGE NO.

- I CALL TO ORDER (CHAIRMAN DURANCZYK)**
- II ROLL CALL**
- III INVOCATION**
- IV PLEDGE OF ALLEGIANCE**
- V CITIZEN INPUT**
- VI PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) FUNDING FOR CDBG CARES FUNDING - 4:00 P.M. VIA
ZOOM VIDEO CONFERENCING WITH THE PHYSICAL LOCATION AT
THE BAY COUNTY COMMUNITY CENTER, 108 JOHN F. KENNEDY DRIVE,
BAY CITY, MI 48706 (ZOOM INVITATION ON NEXT PAGE)**
- VII RESOLUTIONS FOR CONSIDERATION**
 - 1-15 A. No. 2020-181 - Authorizing Resolution for Coronavirus Aid, Relief and Economic
Security Act (CARES Act), Public Law 116-136 (Finance Department)**
 - 16-17 B. No. 2020-182 - Additional Funding from the Michigan Department of Health and
Human Services COVID-19 (Health Department)**
 - 18-19 C. No. 2020-183 - Budget Adjustment for Sheriff Department Vehicle (Finance)**
- VIII UNFINISHED BUSINESS**
- IX NEW BUSINESS**
- X MISCELLANEOUS**
- XI ANNOUNCEMENTS**
- XII CLOSED SESSION**
- XIII RECESS/ADJOURNMENT**

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson, ADA Coordinator
Corporation Counsel
515 Center Avenue
Fourth Floor, Bay County Building
Bay City, MI 48708

(989)895-4131
(989)895-4049 TDD

Special September Meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/82613943700?pwd=YmFtTnA5U0VjZWZ3JXcVovYU4vQT09>

Meeting ID: 826 1394 3700

Passcode: 468322

One tap mobile

+19292056099,,82613943700#,,,,,0#,,468322# US (New York)

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 29, 2020

AUTHORIZING RESOLUTION CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY ACT
(CARES Act), Public Law 116-136.

- BY: WAYS AND MEANS COMMITTEE (9/29/2020)
- WHEREAS, The Coronavirus Aid, Relief and Economic Security Act (CARES Act), Public Law 116-136, makes available supplemental Community Development Block Grant (CDBG) and Emergency Solutions Grant ESG-CV funding for grants to prevent, prepare for, and respond to Coronavirus (COVID-19); and
- WHEREAS, The CDBG grant will provide flexibilities for grantees to expedite the use of grant funds to help address the challenges facing our nation during this historic public health crisis; and
- WHEREAS, The Michigan Strategic Fund has invited Counties to accept Community Development Block Grant Program funds to support CDBG CARES Funding; and
- WHEREAS, Bay County will seek to receive up to \$281,714.44 in CDBG funds to reimburse for unexpected costs associated with COVID-19; and
- WHEREAS, The proposed project will benefit all residents of the project area. Bay County has a poverty level of 15.1 % from the 2017 Census data; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners hereby designates the Chairman of the Bay County Board of Commissioners, Michael J. Duranczyk, as the person authorized to certify the Michigan CDBG pre-agreement documents, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant, all documents subject to Corporation Counsel review and approval; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

THOMAS M. HEREK, CHAIR
AND COMMITTEE

Finance Dept - CARES Act. - CDBG - COVID-19 Funding

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

-/-



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

James A. Barcia
County Executive

Jan M. Histed
Finance Officer
histedj@baycounty.net


Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

MEMO

TO: Thomas M. Herek, Chairperson
Ways & Means Committee

FROM: Jan Histed 
Finance Officer/Information Systems Director

RE: Community Development Block Grant – Covid-19 CARES Act Funding Request

DATE: September 22, 2020

REQUEST: To gain approval for the submission of the Community Development Block Grant (CDBG) Covid-19 CARES Act Funding Request offered to Bay County through the Michigan Strategic Fund.

BACKGROUND: The Coronavirus Aid, Relief and Economic Security Act (CARES Act), Public Law 116-136, makes available supplemental Community Development Block Grant (CDBG) and Emergency Solutions Grant ESG-CV funding for grants to prevent, prepare for, and respond to Coronavirus (COVID-19). The CDBG grant will provide flexibilities for grantees to expedite the use of grant funds to help address the challenges facing our nation during this historic public health crisis.

FINANCIAL CONSIDERATION: Bay County CDBG-COVID-19 Funding allocation is in the amount of \$281,714.44. These funds will be designated to reimburse Bay County and other local governmental units for eligible unreimbursed costs related to the Covid-19 Pandemic. There are no General Fund dollars required.

RECOMMENDATION: That the Board authorizes the submission of the CDBG – Covid-19 CARES Act Grant application and designate the Board Chairperson as the authorized signature on the grant application and all applicable documents. And to approve all required budget adjustments to accurately record this grant activity.

c: Jim Barcia
Michael Duranczyk
Kim Priessnitz
Bob Redmond

Michigan Strategic Fund and Michigan Economic Development Corporation
General Applicant Certification Form

APPLICANT ENTITY LEGAL NAME (business entity to receive incentive)

BAY COUNTY

APPLICANT ENTITY ADDRESS (include city, state,
and zip code)

515 CENTER AVENUE, BAY CITY, MI 48708

APPLICANT EMPLOYER TAX ID NUMBER (EIN)

38-6004837

☒ Check if Applicant is a municipality, non-profit organization,
or an institution of higher education.

If there are no Key Owners, please indicate in the Key Owners
section.

APPLICANT KEY INDIVIDUALS

List the Applicant's CEO, CFO, COO, and the person(s) responsible for managing the incentive, or the similarly situated position responsible for those duties associated with each role. Each individual listed must also complete a separate Background Check Disclosure Form. **All Applicant Key Individuals must be listed, even if duplicative.**

CEO or the similarly situated position in charge of the Applicant's executive operations

Full first, middle, and last name (full middle name mandatory; if none, please indicate)

CFO or the similarly situated position in charge of the Applicant's financial affairs

Full first, middle, and last name (full middle name mandatory; if none, please indicate)

COO or the similarly situated position in charge of the Applicant's daily affairs

Full first, middle, and last name (full middle name mandatory; if none, please indicate)

Person responsible for managing the incentive for the Applicant

Full first, middle, and last name (full middle name mandatory; if none, please indicate)

APPLICANT KEY OWNERS

List each individual or entity, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship, or otherwise, owns either an actual or financial interest in the Applicant. Each Applicant Key Owner with a 20% or greater interest, either direct or indirect, must also complete a separate Background Check Disclosure Form. **Direct AND indirect ownership percentages must each separately total 100%.** Attach a separate sheet if necessary.

Owner Full Legal Name	Direct Ownership Percentage	Indirect Ownership Percentage	Check if owner is publicly traded in U.S.
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

CERTIFICATION

I consent to the release of information contained herein to the MEDC, the Department of Attorney General, MSF, CCO, or any of their designees, or as required by law. I have the authority to submit this form on behalf of the Applicant and authorize the MSF, MEDC, AG, CCO, or any of their designees to perform background checks on the applicant and its Key Individual(s) and Owner(s).

Signature_____

Title_____

Date_____

Updated April 25, 2019

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Michigan Strategic Fund and Michigan Economic Development Corporation

Background Check Disclosure Form

A Background Check Disclosure Form must be completed by the **Applicant** AND each of the **Applicant's Owners** with a direct or indirect ownership interest of 20% or greater AND each of the **Applicant's Key Individuals** listed on the Applicant Certification Form. However, if Applicant is publicly traded, only the applicable entity listed on its Applicant Certification Form must complete this form.

Only one box should be completed

If being completed on behalf of an ENTITY

Entity Name BAY COUNTY	Employer Tax ID Number (EIN) 38-6004837
Principal Place of Business Address (include city, state, and zip code) 515 CENTER AVE, BAY CITY, MI	Primary Contact Name JAN HISTED
	Primary Contact Email HISTEDJ@BAYCOUNTY.NET

If being completed by an INDIVIDUAL

Full first, middle and last name (full middle name mandatory; if none, please indicate)	Date of Birth
Residence Address, if individual (include city, state, and zip code)	Business Phone
	Email

BUSINESS INTEGRITY

Please provide answers to all the following questions below. If being completed as an individual, "you" refers to you. If being completed on behalf of an entity "you" refers to the entity. If any questions are answered "Yes" please attach details on a separate page.

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Business Integrity.</u> Are you presently, or have you ever been a respondent/defendant in any administrative agency proceedings, civil litigation, or criminal proceedings involving allegations of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, violations of state or federal antitrust statutes, or any other claim that may be a reflection on your business integrity?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Taxes.</u> Do you currently owe past due taxes to any government entity?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Incident to a State Contract.</u> Have you ever been convicted of a criminal offense incident to the application for or performance of a state contract or subcontract?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Tax Haven.</u> If you are an entity, are you incorporated in a tax haven country, including, but not limited to: Barbados, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Bahamas, Cyprus, Gibraltar, Isle of Man, the principality of Liechtenstein, the principality of Monaco, or the Republic of the Seychelles?

CERTIFICATION

I consent to the release of information contained herein to the MEDC, the Department of Attorney General, MSF, CCO, or any of their designees, or as required by law. I specifically authorize the MEDC, MSF, or any of their designees, to do a criminal and civil background check on me, or the entity I represent. I certify that the information provided in this statement is complete, true and accurate. If I am completing this form on behalf of an entity, I certify that I have authority to bind that entity.

Signature _____

Title _____

Date _____

Updated March 26, 2020

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CDBG CARES Funding – Grantee Identification

UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) CONTACT INFORMATION			FUNDING SOURCES	
County	Bay County		CDBG Allocation	\$281,714.44
Chief Elected Official	Name: Michael Duranczyk		<div style="background-color: #d3d3d3; text-align: center; padding: 5px;">UGLG INFORMATION</div> UGLG DUNS # 072781412 http://www.dnb.com/duns-number.html	
	Title: <i>Chairman Board of Commissioners</i>			
	Email: BAYCOUNTY1ST@aol.com	Ph. 248-867-3272		
City Hall Address	Address: 515 Center Avenue		UGLG Federal ID # 38-6004837	
	Bay City	MI	UGLG Fiscal Year Jan to Jan	
UGLG Project Contact	Name: <i>Jan Histed</i>		<div style="background-color: #d3d3d3; text-align: center; padding: 5px;">UGLG INFORMATION</div> UGLG DUNS # 072781412 http://www.dnb.com/duns-number.html	
	Title: Bay County Finance Officer			
	Email: histedj@baycounty.net	Ph. 989-895-2007		

STATE GOVERNMENT REPRESENTATION			
Senator Name	Debbie Stabenow	Senate District	
Representative Name	Brian Elder	House District	96

FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Dan Kildee	Congressional District	5th

The **UGLG** agrees to adhere to HUD, CDBG and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. In agreeing to this, the UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration.

HIGHEST ELECTED UGLG OFFICIAL	
Name	Michael Duranczyk
Title	Chairman Bay County Board of Commissioners
Signature	

Date	
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Certification by the UGLG

The *Highest Elected UGLG Official* certifies the following:

1. Possesses legal authority to submit a grant application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced;
 - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public;
3. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
5. Has developed a community development plan that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
8. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress

in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant or cooperative agreement;

9. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;
11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Name:	Signature:
Title:	
Date:	

The highest elected official may sign assuring all aforementioned documents under CDBG Compliance have been accounted for, either by completion or by notifying the CDBG Specialist of missing items, which will be addressed if appropriate as contingencies in the grant process.

DETERMINATION OF LEVEL OF ENVIRONMENTAL REVIEW

CERTIFYING OFFICER, Michael Duranczyk, Chairman of the Bay County Board of Commissioners is designated as the environmental certifying officer for the CDBG (CARES) Funding project described below. I certify that:

PROJECT INFORMATION

Grantee	Bay County
Grantee Address	515 Center Avenue Bay City, MI 48708
Grantee Contact:	Michael Duranczyk, (248) 867-3272
Other Project Contact:	Jan Histed, Finance Officer (989) 895-2007
Grant Number:	
Project Title:	Community Development Block Grant (CARES) Funding

The purpose of this project is to use CDBG (CARES) Funding to reimburse unbudgeted expenditures incurred by Bay County and other units of local government for COVID-19 expenses. The necessary expenses incurred must have been to promote and ensure the safety of the public during this pandemic. Expenditures not already paid with other federal or state funding will be reviewed for eligibility back to January 21, 2020.

Types of expenditures include but are not limited to: personal protective equipment (PPE), sanitation equipment, telehealth equipment, testing costs, overtime cost, signage and plexiglass.

PROJECT DETERMINATION (completed by the Environmental Review Officer)

All project activities have been reviewed and the project meets the following environmental determination:

- ☒ Exempt – With the exception of a mailbox pole – no ground breaking activity.
- ☐ Categorically Excluded Not Subject to 58.5
- ☐ Categorically Excluded Subject to 58.5
- ☐ Environmental Assessment
- ☐ Environmental Impact Statement

Certifying Officer Signature

Michael Duranczyk, Chairman

Date

BAY COUNTY CITIZEN PARTICIPATION PLAN

The County of Bay County has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The County of Bay County is committed through adoption of this plan to full and total involvement of all residents of the community in the Community Development Block Grant (CDBG) CARES Funding. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the County of Bay County shall:

1. Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution and allocation of CARES Act Funding and relating to the actual use of funds for the reimbursement of eligible Coronavirus;
2. Provide for public hearings to obtain views and respond to proposals and questions at all stages. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
3. Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
4. Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance;
5. Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
6. Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the Bay County Clerk's Office.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the MLive Media Group a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in (Bay County Building) and the hearing will be publicized through meeting with local officials and emails for eligible units of local government. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION

First Notice/Public Hearing

1. The public hearing to address the Community Development Block Grant (CDBG) CARES Act Funding application submittal will be held at the Bay County Board of Commissioner's special board meeting requesting permission to make application for the grant. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:
 - a. The amount of funds available for proposed Community Development Block Grant CARES Funding;
 - b. The range of activities that may be undertaken;
 - c. The plans (if applicable) for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided to persons actually displaced as a result of such activities; and
 - d. The prior performance of CDBG programs funded by the County of Bay County.

In addition, the notice shall state that all citizens are encouraged to submit their views and proposals regarding Community Development Block Grant CARES Funding. Those citizens unable to attend this hearing may submit their views and proposals to:

Bay County Clerk, 515 Center Avenue, Bay City, MI 48708

The notice will also state that accommodations will be made for Disabled and non-English speaking individuals provided a ten day notice is received by the ADA Coordinator. Due to the Coronavirus, five day notice will be acceptable for the CDBG CARES act Funding.

Second Notice

1. Five calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:
 - a. Proposed submittal date of the application;
 - b. Proposed objectives;
 - c. Proposed activities;
 - d. Location of proposed activities;
 - e. Dollar amount of proposed activities; and
 - f. Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the Application to:

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Bay County Clerk's Office, 515 Center Avenue, Bay City, MI 48708

Negative comments received will be forwarded immediately to the Bay County Board of Commissioners, or the application will be withdrawn if necessary.

II. AMENDMENTS

Program amendments, which substantially alter the project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. CONSIDERATION OF OBJECTION TO APPLICATION OR AMENDMENT

Persons wishing to object to approval of an application by the County of Bay County may make such objection known to:

Clerk of Bay County
RE: CDBG (CARES) Funding
515 Center Avenue
Bay City, MI 48708

The County will consider objections made only on the following grounds:

1. The application description of needs and objectives is plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
3. The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

IV. BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the ADA Coordinator of Bay County will provide an interpreter for dissemination of information to them providing the County of Bay County is given sufficient notification of five (5) day(s) for the CDBG (CARES) Funding for Coronavirus.

V. TECHNICAL ASSISTANCE

Technical assistance may be provided directly by County of Bay to any citizen, who request assistance in the development of proposals and statement of views concerning the CDBG (CARES) Funding. The local officials, administrator and engineer will conduct informational meetings with the residents if a written request is received by the County of Bay County with at least a five days notification. The persons who

conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

VI. TIMELY ACCESS AND ADEQUATE INFORMATION

The County of Bay County shall provide timely disclosure of records, information and documents related to the CDBG (CARES) Funding activities. Documents will be made available for copying upon request at the Bay County Clerk's Office, Monday thru Friday, 8:00 a.m. to 11:30 a.m. and 1:30 p.m. to 5:00 p.m. Such documents may include the following:

1. All meetings and promotional materials.
2. Records of hearings and meetings.
3. All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
4. Copies of the regulations (final statements) concerning the program.
5. Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

VII. CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of the Bay County to review all complaints received.

SECTION 2

The following procedures will be followed on all complaints received by the Bay County regarding the CDBG (CARES) Funding:

1. The complainant shall notify the Bay County Clerk's Office of the complaint. The initial complaint may be expressed orally or by written correspondence.
2. The Clerk will notify the designated representative of the complaint within two working days.
3. The designated representative will investigate the complaint and will report the findings to the Chairman of the Board of Commissioners within four working days.
4. The designated representative will notify the complainant of the findings in writing or by telephone within five working days.
5. If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the designated official who will forward the complaint and all actions taken to the appropriate council committee for their review. This will be accomplished within seven working days of receipt of the written complaint.
6. The reviewing council/board/committee will have seven working days to review the complaint and forward their decision to the complainant in writing.
7. If the complainant is aggrieved with the decision of the Committee/Council/Board, he must notify the designated local official in writing that he desires to be afforded a hearing by the Bay County Board of Commissioners. The complainant will be placed on the next regularly scheduled Board meeting agenda. The designated local official will notify the complainant in writing of the date of the hearing.
8. The complainant must bring all relevant data, witnesses, etc., to the hearing. The Board of Commissioners, at the hearing, will review the complaint and forward within seven days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Bay County Board of Commissioners will inform complainant of an appropriate date to expect a response. Within five working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the CDBG (CARES) Funding may be submitted in writing directly to the:

Clerk of Bay County
RE: CDBG (CARES) Funding
515 Center Avenue
Bay City, MI 48708

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Michigan Department of Civil Rights (Michigan Department of Civil Rights, Intake Team, 305 West Grand Blvd., Suite 3-600, Detroit, MI 48202) for disposition.

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the appropriate agency. As there is no housing projects being completed with CDBG (CARES) funding this is not applicable.

or

SECTION 4

The Bay County Clerk will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the County of Bay County which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Bay County Board of Commissioners regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by _____ in regular session on this _____ day of _____, 202____.

WITNESS

CHAIRMAN BAY COUNTY BOARD OF COMMISSIONERS

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 29, 2020

RESOLUTION

- BY:** WAYS AND MEANS COMMITTEE (9/29/2020)
- WHEREAS,** In the past week, the Bay County Health Department has received notification of a supplemental allocation for more supplemental efforts from the Michigan Department of Health and Human Services (MDHHS) in the amounts of \$79,800; \$34,200 and \$86,800, respectively; and
- WHEREAS,** This supplemental funding is to be used to provide contact tracing, case investigations and testing within the county during this pandemic period; and
- WHEREAS,** No match is required to receive this funding; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners authorizes acceptance and distribution of the Michigan Department of Health and Human Services supplemental funds in the amounts of \$79,800; \$34,200 and \$86,800, respectively, for COVID-19 contact tracing, case investigations and testing within the county during this pandemic period; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to documents required and related to this additional funding on behalf of Bay County (Health Department) following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

THOMAS M. HEREK, CHAIR
AND COMMITTEE

Health Dept - Additional MDHHS Funding - COVID-19

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____



1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Officer

TO: Tom Herek, Chair, Ways and Means Committee
FROM: Joel R. Strasz, Health Officer
DATE: September 1, 2020
CC: James Barcia, Amber Johnson, Jan Histed, Kim Priessnitz, Melissa Maillette, Mark Pickell
RE: ACCEPTANCE AND DISTRIBUTION OF MDHHS SUPPLEMENTAL FUNDS FOR COVID-19

BACKGROUND

In the week, the Bay County Health Department has received notification of a supplemental allocation for more supplemental efforts from the Michigan Department of Health and Human Services in the amounts of \$79,800; \$34,200 and \$86,800 respectively. This supplemental funding is to be used to provide contact tracing, case investigations and testing within the county during this pandemic period.

FINANCIAL CONSIDERATIONS

The amounts received from MDHHS are \$79,80, \$34,200 and \$86,800 as noted above. No match or general funds are necessary.

RECOMMENDATION

The Health Department recommends the supplemental funds be accepted and approved and any agreements (if necessary) be signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this supplemental funding.

RESOLUTION

NO. 2020-183

BY: WAYS AND MEANS COMMITTEE 09/29/2020

RESOLVED: By this Board of Commissioners of Bay County, Michigan, that the following Budget Adjustments are hereby approved on **09/29/2020** And, if required, the Chairman of the Board is hereby authorized to execute any documentation necessary for said Budget Adjustments on behalf of Bay County:

Journal Request number	Fund Involved Department Involved	Favorable Impact	Unfavorable Impact	No Impact
2020-09-154	GENERAL FUND SHERIFF DEPARTMENT SECONDARY ROAD PATROL Total GENERAL FUND			

TO BUDGET FOR EMERGENCY SHERIFF DEPARTMENT VEHICLE.

Thomas M. Herek , Chairman W. & M. and Committee

MOVED BY COMM.

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

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Budget Adjustment Detail

Journal Request Number **2020-09-154**

Ref: EMERGE

Desc: EMERGENCY

Eff Date: 9/29/2020

Line	Org	Object Description	I/D	Amount
1010		GENERAL FUND		
		SHERIFF DEPARTMENT		
	10130100	74200 FOOD SUPPLIES	D	20,000
		SECONDARY ROAD PATROL		
	10131500	69600 INSURANCE RECOVERIES/PROCEEDS	I	17,300
	10131500	98100 VEHICLES	I	37,300
			Favorable	Unfavorable
Total GENERAL FUND			\$ 0	\$ 0

Explanation:

TO BUDGET FOR EMERGENCY SHERIFF DEPARTMENT VEHICLE.

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